

ENOCH PRATT FREE LIBRARY
Meeting of the Board of Directors
Wednesday June 3, 2020
6:15 PM – Zoom In lieu of Central

Directors in Attendance	Not in Attendance	Staff in Attendance
Ms. Adams Ms. Berman Mr. Brandt Mr. Caplan Mr. Delaplaine, II Ms. DeKuyper Ms. Dorman Ms. Espenshade Ms. Farmer Ms. Gohn Ms. Hackerman Mr. Hodes Mr. Jensen Ms. Jones-Rodwell Mr. Koff Ms. Lasher Ms. Lipsky Ms. Meyerhoff Mr. Nye Mr. Miller Ms. Rawson Powell Mr. Reid Mr. Rosenberg, Chair Ms. Sabundayo Mr. Scherr Mr. Schmoke Ms. Scully Mr. Waldman	Mr. Dickens Ms. Gauvey Mr. Hillman Mr. Kaufman Ms. Paz Baker Mr. Sarbanes	Ms. Daniel Mr. Estremsky Ms. Graham Mr. Jenkins Mr. Krabbe Mr. Malveaux Ms. Mange Ms. McCorkell Ms. Monahan Ms. Moran Ms. Raabe Ms. Scheuerman Ms. Shimabukuro Mr. Wilson

I. Mr. Benjamin Rosenberg called the meeting to order at 6:51 PM

II. Approval of Minutes of the Wednesday, March 4, 2020 Board of Directors Meeting

*****ACTION: The Board of Directors approved the minutes of the Wednesday, March 4, 2020 Board of Directors meeting.**

III. Chief Executive Officer's Report

- **Current Library Activity & COVID-19 Pandemic**

- Ms. Daniel began her report by acknowledging the pain that has ripped through the country in the last week, as the country, city, and communities grapple with the deaths of Mr. George Floyd, Ms. Breonna Taylor, Mr. Ahmed Aubrey, and so many of the other young Black lives that precede them. While the Pratt is finding its way through the COVID-19 pandemic, it was reminded again of another pandemic, which is systemic racism. Ms. Daniel informed the Board that the Pratt has publicly posted a statement that it stands with Baltimore City and its communities against systemic racism. Ms. Daniel has addressed the staff to acknowledge the pain, fear, and anxiety that so many feel. Ms. Daniel has re-committed to the staff that the organization will work towards change. The Pratt will begin its planned equity and bias training for its senior leadership and upper and middle management. Additionally, leadership is working on a statement of commitment to racial equity; Dr. Mychelle Farmer, incoming Board Chair will be joining Ms. Daniel in writing the next compass letter. Pratt's DEI Officer, Ms. Cassandra Baker, has been a great resource at this time, and offers a weekly email with diversity resources including anti-racism resources that can be shared with the Board if desired. Additionally, if the Board is interested in specific training, the Pratt is happy to assist with identifying resources and consultants. Pratt's commitment to racial equity is in its very DNA – this moment calls for the library to re-commit, and to do the work of dismantling systemic racism. Ms. Daniel thanked the staff and applauded all the members of the leadership team who have been flexible, patient, and dedicated through the COVID-19 pandemic. The team has been working more hours during this time than usual, and working through circumstances that are not ordinary, through exhaustion, fatigue, sick family, young children and a general sense of the unknown. The leadership team has created A, B, and C plans for every situation, and Ms. Daniel continues to be proud and encouraged by their commitment.

- **Re-Opening Plans**

- Ms. Daniel informed the Board that she and the leadership team are focused on re-opening plans. These plans continue to be tentative and are based on the Center for Disease Control (CDC) and the City of Baltimore guidelines, as the state and the city lift the stay at home order; the library will gradually move through its re-opening phases. Ms. Daniel informed the committee that the library will soon announce the launch of Sidewalk Service on June 15th. This will bring the library into Phase II of its re-opening plans. Working with city officials, the library has been given clearance to begin this version of curbside service, following the same guidelines as retail establishments. Customers will be able to request items online or by phone. Customers will be notified when their items are ready for pick-up, and will be prompted to schedule a pick up time. Staff will place the items in bags and onto tables outside for customer pick up at the scheduled time, and verify from afar the customer's identity. Pick-up will be completely contactless. All staff will be provided masks,

gloves, hand sanitizer, cleaning supplies and training. The other piece of the library's Phase II reopening is the Drive-In Wi-Fi, which is near completion. Antennae have arrived and have been installed on eight of the branch buildings, as follows: Orleans, Forest Park, Patterson Park, Herring Run, Northwood, Waverly, Edmondson, and Brooklyn. All except Waverly and Patterson are complete. Patterson has some availability on one side of the building in the interim, and Waverly should be installed within the coming weeks.

- **Activity Since Closure**

- Ms. Daniel informed the Board that the library immediately pivoted to bolstering online services. A schedule of virtual programs is posted daily. Programming for all ages is being performed by system-wide staff. The library added several new e-resources including Scholastic, TumbleBooks, and some others that are specific to the needs of city school students in the online learning environment. In addition, the library added JobsNow, which is similar to the library's live tutoring service except it, connects to a job coach who can assist with developing job skills such as live interview practicing and resume help. Ms. Daniel reported that the library has launched Udemy, an online learning platform with a collection of over 4,000 on-demand videos that library cardholders can enhance their existing skills in the areas of business, design, technology, or deepen their personal interests. The curated collection is provided by Udemy for Business with more than 100,000 courses that will allow customers the choice of a personalized learning experience.
- Ms. Daniel informed the Board that the library has turned its attention to assistance with the ongoing issue of digital equity and the digital divide. The first step was the launch of Drive-In Wi-Fi. The Digital Equity Coordinator for Pratt is representing the library on a city-wide digital equity coalition that is exploring IT support and device support. The library is exploring other digital connectivity issues as well, including the possibility of a partnership which would provide a point to multipoint network over key neighborhoods, allowing an expansion of its Wi-Fi into households in key neighborhoods. The library is looking at Baltimore's West and East sides where low internet household connectivity exists; the library is currently creating a funding proposal for that, as well as answering some remaining but not insurmountable tech questions. 100 hotspots and 100 tablets that can be activated as hotspots have been purchased. 100 will be for teens to utilize in virtual summer camps, and 100 will be for general checkout. Close to 2,000 books were delivered to Baltimore City Schools and distributed. Books for Me books have been distributed to Orchikids. The library is currently working with partners to identify different distribution channels. Books and audio books are being delivered to the Lord Baltimore Hotel for distribution to individuals in isolation.

- **DashBoard Metrics**

- Ms. Daniel concluded her report on usage for e-resources. Over 6,000 new e-cards have been registered. Due to the pandemic, Ms. Daniel informed the Board that the dashboard metrics for quarters 3 and 4 were and will continue to be significantly impacted; Ms. Daniel and the leadership team will continue to look at other options to report meaningful usage.

Despite the COVID-19 pandemic the library's virtual databases have significantly increased in usage with Overdrive's daily usage increasing to 14.70%. Hoopla usage has increased by 59.8 %, Kanopy usage has increased by 46.7%, and Gale eBook has increased by 567%. Collections were at 75% of its goal with Central being at 89% of its goal. Program attendance was at 82% of its goal. Wi-Fi sessions are at 92% of its goals. Library card registrations were at 92% of its goal. Despite the library's closure, Ms. Daniel expects the library to meet a few of its goals, and is looking forward to developing new alternative metrics.

- **Marketing Update (Meghan McCorkell)**

- The marketing presentation was presented to the Board and stands as is.
- Ms. McCorkell highlighted the new *Baltimore We Are Always Here for You* campaign
- Ms. McCorkell presented the new Compass edition featuring e-Library; currently pushing promotion for Drive-In Wi-Fi including the cover story in the Baltimore Sun. The library is receiving great reaction on social media about the Drive-In Wi-Fi.
- Ms. McCorkell concluded her report with the playing of the library's TV commercial that is currently airing on WBAL-TV and Maryland Public Television.

IV. Election of Officers of the Board of Directors

On behalf of the Governance Committee, Ms. Virginia Adams presented the nominations for the positions indicated:

Chair of the Board of Directors - Dr. Mychelle Farmer; Vice Chairs of the Board of Directors - Ms. Nancy Hackerman and Ms. Kate Rawson Powell; Treasurer of the Board of Directors - Mr. Steven Boothe; Secretary of the Board of Directors - Mr. Jacob Hodes.

*****ACTION: The Board of Directors unanimously elected the persons nominated as Officers of the Board of Directors.**

V. Committee Reports

- **Audit**

- Mr. Stan Estremsky began his report by thanking Ms. Lisa Lipsky for her service as Committee Chair. Mr. Estremsky thanked Ms. Lipsky for providing valuable support to the Business Office, and being an excellent resource during important audits. Mr. Estremsky reported that the library is now in the relatively quiet period of the year in regard to the annual audit and is focused on updating the accounting records, improving processes and procedures and examining how to make next year's audit go even more smoothly. There are other audits taking place throughout the year. Most recently, the Pratt completed an audit performed by the State Retirement System mostly a payroll audit and a compliance audit by Baltimore City's Grants Management Office. The results are still pending, but Mr. Estremsky expects all audits to be clean.

- **Community Services**
 - Dr. Allan Jensen reported that due to the COVID-19 pandemic, planned meetings have been postponed. Dr. Jensen continues to stay in communication with community partners and will send updates as circumstances change.
- **Development**
 - The Development Committee report was included in the Board Book and stands as is. Ms. Kate Rawson Powell was pleased to highlight that sponsorship donors decided to convert their sponsorships dollars to support the Pratt's pandemic response efforts.
 - Ms. Rawson Powell thanked the Board for their record breaking gifts to the Pratt.
 - Ms. Cynthia Monahan was pleased to report that the library raised an additional \$200,000 for COVID-19 related work. Ms. Monahan concluded her report by announcing that development expects to surpass its goal and projects a 3.4 million income for the year. Despite the COVID-19 pandemic; Ms. Monahan continues to reimagine and work towards new ideas for FY2021.
- **Finance**
 - The Finance Committee report was included in the Board Book and stands as is. Mr. Stan Estremsky on behalf of the Finance Committee presented the 2021 Trustees Budget.
*****ACTION: Chair, Mr. Benjamin Rosenberg brought a motion to the Board to approve the recommendation of the 2021 Trustees Budget as presented by the Finance Committee. The motion was unanimously approved.**
- **Governance**
 - The Governance Committee report was included in the Board Book and stands as is.
- **Legislative**
 - The Legislative Committee report was included in the Board Book and stands as is.

VI. Adjournment

There being no further business, the meeting was adjourned at 8:25 PM. The next meeting of the Board of Directors is scheduled for Wednesday, September 16, 2020 at 6:15 PM via Zoom in lieu of Central Library.